ACMEDAL GEOVICES ANDIMISTRATION		DEPARTMENT OR AGENCY	DEPARTMENT OR AGENCY	
GENERAL SERVICES ADMINISTRATION Approved For Release 2001/08/09: CIA		RDR78-05538400010005009200cy		
Approved For Release 2001/08/09: CIA REPORT OF ELECTR AL TYPEWRITERS IN USE			BUREAU, OFFICE OR SERVICE	
		DDA/Comptroller		
See reverse	for instructions	ORGANIZATIONAL UNIT (Nema a physical custody of machine	nd lecation of unit having	
LOCATEO (Check ene) XX	N UNITED STATES			
OUTSIDE UNITED STATES		Fiscal Division		
<u> </u>	RENTEO	Office of Chief		
7 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	GOVERNMENT-OWNED	AFFROFRIATION TITLE		
· <u> </u>	ISED IN POOL		•	
	rial No. 073868			
TEM Electrical Ty				
AKE (Nama of manufacture		<del></del>		
IBM Electrical T				
CARRIAGE LENGTH	NUMBER OF MACHINES	AVERAGE NUMBER OF HOURS USE	O PER WORK	
Platen in 77"	77" IN THIS One machines in a pool, enter total hours		pert cevers otal hours	
inchea)	REPORT	used per day for all machin	**)	
			\$ 250.00	
COST (If report pertains to Government-owned machines)			\$ 350.00	
			\$	
ANNUAL RENTAL (If report pertains to rental machines)			AVERAGE NUMBER OF HOURS	
TYPE OF WORK (Enter time used for each of the following types)			USED PER WORK DAY	
(Enter	time used for each of the	10210 Wing type=)	DURING PAST YEAR	
A. CONTINUOUS FORMS OR INVOICE PREPARATION				
B. STENCIL OR REPRODUCTION WORK				
D. STERCIL ON REPRODUCTION NAME				
C. MULTIPLE COPIES (10 OR MORE)				
D. STATISTICAL OR TABULAR				
E. COPY OVER 15" IN W	IDTH			
C CARRERANCHES			8 hours	
F. CORRESPONDENCE				
G. OTHER (Specify)				
or other (specify)	111111111111111111111111111111111111111			
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J.				
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K.		· · · · · · · · · · · · · · · · · · ·		
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REM ARK S				
	1717.		DATE PREPARED	
	TITLE			
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Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.)

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

Machines located in Continental U.S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

'If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.